



THE WHITE HOUSE

WASHINGTON

February 26, 1965

REFERRAL TO NSC NOT REQUIRED

FOR : THE CABINET
AND AGENCY HEADS

FROM : HORACE BUSBY, SPECIAL ASSISTANT TO THE PRESIDENT

ABOUT : ACTIONS REQUESTED OR SUGGESTED
CABINET MEETING, FEBRUARY 25, 1965

For your records, this is a summary of the requests and suggestions for Department and Agency Heads action made during the Cabinet meeting on Thursday, February 25, 1965:

1. Requests for Pending Reports

The following reports, requested at previous meetings of the Cabinet, are pending:

- a. Due March 15: Status of legislative reports, including estimates of when Congressional action can be completed. Route reports to Larry O'Brien with copy to The Vice President.
- b. Due April 30: Review of recommendations on user charges. Route to the Bureau of the Budget.
- c. Current Status: The Budget Director is to be kept continuously informed of progress toward accomplishing the closing and consolidation of installations contemplated in the budget.

2. New Requests for Meetings

- a. White House Correspondence: On Wednesday, March 3 at the White House there will be a meeting of representatives from each department and agency regarding handling of mail referrals from the Executive Office. The name of your designated representative should be sent to my office by Monday, March 1 (Advise Mrs. King, Code 145-664). You will be advised of the hour and place of meeting.

- 4 p.m.
"Fish Room"
(Right off main lobby)

White House

b. Congressional Executive Relations: The meeting of Legislative Assistants with the Budget Director and the Attorney General will be scheduled and announced by Mr. Gordon.

3. New Requests for Reports

a. Interagency Committees

(1) By March 5 : A completed list of all interagency committees which your department chairs or participates in. This is to include any informally created committees as well as those established by statute or Presidential order. File to my office at the White House. //

(2) By April 30 : Reports on each interagency committee, offering either justification for continuance or recommendation for termination. This is the report requested by the Bureau of the Budget. //

b. Comments on Bureau of the Budget Draft Circular on Government Commercial-Industrial Activities : If questions or issues exist regarding proposed new policy statement, confer with the Bureau of the Budget to resolve questions by March 5 or shortly thereafter.

4. Other Requests and Suggestions

a. Liaison with Governors: The President designated Office of Emergency Planning Director, Governor Buford Ellington, to serve as liaison with the Governors of the 50 States. He will be available to assist all Department and Agency Heads on such matters.

b. Liaison with Mayors: The President designated Vice President Humphrey to serve as liaison with Mayors. He will be available to assist all Department and Agency Heads on such matters.

c. See the USA: The President suggests that the speech of Secretary Udall on travel in the United States might be profitably read by all concerned with support of the effort to encourage travel in this country by Americans and foreign visitors. Copies may be obtained from Secretary Udall's office.

d. On Relations with the Public, by Mail or in Person:
The President asked Civil Service Commission Chairman John Macy to survey the present policies and practices throughout the government and to make recommendations to the Cabinet for improvements. //

e. On Interagency Committees: In addition to requests for reports on this subject, the President urged compliance with these two policies: ERM 65-1019

-- That statutory creation of interagency committees be discouraged and resisted. //

-- That in creating such committees it be the practice to specify at the time of creation a time for termination. //

f. On Urban Problems: The President expressed the hope that where appropriate, speeches and statements by officials of the government will include emphasis upon the efforts now being made legislatively to meet the needs and problems of the Nation's urban areas.

Horace Bushby